

## Accounting Procedures

### 7.000 Transmittal of Vessel Registration Applications (ADM 173-1)

ADM 173-1 is the document used to record transactions involving receipt of funds. (See §7.010 for a sample of the form.) Use a black ball point pen for completing this form. List all accountable items issued in numerical order. When processing a transaction, make the entry immediately after the receipt has been written.

Instructions for entries on ADM 173-1:

- Enter the CF number, or, if a new vessel, enter the HIN or last name of the registered owner.
- Enter the amount of cash, check, or credit media collected in columns 1, 2, or 3. **Do not** make an entry in the credit media column (3), unless you are returning an application with a credit receipt. Enter the amount that appears in the “total” area of credit receipt. In the Office Key Credit column (5), enter the credit receipt number (office number, date, cashier number, and sequence).
- Enter the sticker number issued in the Current Sticker column (6).
- Enter miscellaneous receipts issued (transfer, duplicate, etc.) in the Commercial Plate column (8).
- Use the “Other” column (11) in December to list next year renewal sticker numbers. Do not list current year stickers in this column.
- Enter the CF number for an original application in the Boat 102 column (13).

Submit transmittal document weekly. Send the first three copies to the department with the applications, any documents, and a check or money order payable to DMV. Retain the quadruplicate (goldenrod) for your records.

If there have been no transactions during the week, submit a ADM 173-1 indicating: “No transactions during the week of xx/xx/xx.”

**Distribution of Transmittal of Vessel Registration Applications:**

1. Original-Control Cashier (white)
2. Duplicate- Extra copy (canary)
3. Triplicate-Extra copy (pink)
4. Quadruplicate-Agent copy (goldenrod)

**7.005 Applications Returned**

Incomplete or inaccurate applications will be handled in the following manner:

- Applications requiring correction or additional documents will be returned to the agent along with a receipt for the fees collected.
- The second copy (canary) of the ADM 173-1 will be returned to the agent with incomplete application(s) and receipts. (Reconcile your agent copy of the transmittal with the returned copy.)

When the necessary requirements have been met, record the application on your current ADM 173-1. If the amount of the receipt matches the “total amount” on the application, no other fees are required for the item.

Enter the:

- Amount in Credit Media column (3) and
- Receipt number (office number, date, cashier and sequence numbers) in the Office Key Credit column (5).



*All receipts must be returned with the applications. Enter voided receipts on this form and send all the voided copies (except the agent copy) with the report.*

7.010 Transmittal of Vessel Registration Application

CHECK APPROPRIATE BOX <input type="checkbox"/> Cashier Daily Record (Auto Club) <input type="checkbox"/> Transmittal of Vessel Registration Applications Send Transmittal of Vessel Registration Applications to: DMV, Vessel Section - MS E272 P.O. Box 825341 Sacramento, CA 94232-5341		DATE SUBMITTED		PAGE		OF		AGENTS NO.	
BUSINESS NAME		ADDRESS		CITY		STATE/ZIP CODE		TELEPHONE NUMBER	
AUTHORIZED SIGNATURE		CREDIT SUBTOTAL		MASTER CHECK (COLUMNS 1 + 2 - CREDIT SUBTOTAL)		PRINTED NAME		DMV USE ONLY	
SUBTOTALS		1		2		COLUMNS 1 + 2 =		COMMENTS	
BUNDLE CREDIT #		TECH		SEQ #		VALUE		TOTAL NUMBER OF ITEMS SUBMITTED ON BUNDLE:	
OFF ID		WORKDATE		ADM 336		to		ADM 336	
				RECEIPT		to		BOAT 103	
				BOAT 103		to		DATE	
				AUTO CLUB OFFICE		OFF ID #		AUDITED BY	
				DMV OFFICE ID		WORKDATE		TECH ID	
				DMV USE ONLY				PAGE	
								SEQ #	
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